

To: Barnett, Howard[Barnett.Howard@epa.gov]
Cc: Tellis, Vickie[Tellis.Vickie@epa.gov]; Pastalove, Barbara[Pastalove.Barbara@epa.gov]
From: Manna, Richard
Sent: Wed 12/13/2017 2:59:22 PM
Subject: RE: Status on Chris Lyon

Yes along with our RA Pete Lopez. Pete has indicated he will meet Steve Kopec on Monday morning at the entrance to our building on the 18th along with Steve Sarnecky.

From: Barnett, Howard
Sent: Wednesday, December 13, 2017 9:54 AM
To: Manna, Richard <Manna.Richard@epa.gov>
Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: RE: Status on Chris Lyon

Rich,

Would the report time be the same (9:00 am) and the POCs (Steve Sarnecky or Roger Pelletier) for Chris Lyon if he does come onboard on Monday the 18th?

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

From: Manna, Richard
Sent: Wednesday, December 13, 2017 9:41 AM
To: Barnett, Howard <Barnett.Howard@epa.gov>
Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: RE: Status on Chris Lyon

As always Howard, thank you.

From: Barnett, Howard
Sent: Wednesday, December 13, 2017 9:38 AM
To: Manna, Richard <Manna.Richard@epa.gov>
Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: Status on Chris Lyon

Rich,

Vickie asked me to provide a status on Chris Lyon. His paperwork has not yet been released by PSB. Once they do release them, then ERD will reach out to him to extend the formal job offer. Will keep you posted on the progress.

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

To: Barnett, Howard[Barnett.Howard@epa.gov]; Pastalove, Barbara[Pastalove.Barbara@epa.gov]
Cc: Moore, Patricia[Moore.Patricia@epa.gov]; Tellis, Vickie[Tellis.Vickie@epa.gov]
From: Manna, Richard
Sent: Tue 12/5/2017 3:26:01 PM
Subject: RE: Information Needed

Hi Howard – Mr. Kopec can report at 9am on 12/18. Either Steve Sarnecky or Roger Pelletier will meet Mr. Kopec at our building's entrance and escort him to our Human Resources Office for processing.

From: Barnett, Howard
Sent: Tuesday, December 5, 2017 10:09 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>
Cc: Moore, Patricia <Moore.Patricia@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>
Subject: Information Needed
Importance: High

Barbara/Rich,

We are preparing to extend the formal job offer to Slawomir Kopec to be the Special Assistant to RA for R2. His proposed start date is 12/18/17. I need to know what time your management would like for him to arrive at the building for his swearing in and orientation session. You had given us the time of 9:00 am for Peter Lopez but wanted to see if this time would also work for Mr. Kopec. I will also need to know who should he contact when he arrives at the building in order that he can be greeted and signed into the building. Just like in the past, we will be sending you the employee orientation packet of forms to be issued to and completed by Mr. Kopec during his orientation session. This would include all necessary HR documents, tax forms and the direct deposit form. We will also provide a packet with the employee benefits information regarding health insurance, life insurance, TSP and flexible spending accounts. We would like to arrange a conference call for Mr. Kopec and our employee benefits coordinator, Karmel Ferebee, as soon as possible so she can go over the employee benefits information with him and dates as to when she would need forms back to make his elections effective.

If either of you could get back to me as soon as possible with this information, it would be greatly appreciated so we can issue Mr. Kopec his appointment letter. Thanks.

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

To: Barnett, Howard[Barnett.Howard@epa.gov]
Cc: Johnson, Tina[Johnson.Tina@epa.gov]; Executive-Resources-Division-Released-52s[Executive-Resources-Division-Released-52s@epa.gov]; Grant, Cristall[Grant.Cristall@epa.gov]; Sarnecky, Stephen[Sarnecky.Stephen@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]
From: personnel_security@epa.gov
Sent: Tue 12/5/2017 1:55:52 PM
Subject: Slawomir Kopec has met PSB's security requirements

Dear Howard Barnett:

SF 52 number IO-2018-012 for Slawomir Kopec was received by the Personnel Security Branch (PSB) on November 28, 2017 and released on December 5, 2017. The position was designated as Moderate Risk.

Slawomir Kopec has met PSB's security requirements. He/She is approved to come on board.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

The EPA Personnel Security Branch

To: Manna, Richard[Manna.Richard@epa.gov]
Cc: Barnett, Howard[Barnett.Howard@epa.gov]; Moore, Patricia[Moore.Patricia@epa.gov]
From: Tellis, Vickie
Sent: Mon 12/4/2017 5:18:15 PM
Subject: Requested R2 Position Descriptions and Expected EOD
[image2017-12-04-120043.pdf](#)
[image2017-12-04-120442.pdf](#)

Hi Rich,

As per your request, Howard has provided the Special Assistant PD for Kopec (first attachment) and Chief of Staff PD for Lyon (second attachment). The planning dates for both to begin employment is December 18, 2017. However, as of now, the date is not confirmed as both require clearance from EPA's Personnel Security.

Please let us know if you need anything else.

Vickie

202-564-2653

From: Barnett, Howard
Sent: Monday, December 04, 2017 11:53 AM
To: Tellis, Vickie <Tellis.Vickie@epa.gov>
Subject: Requested Information

Vickie,

Attached is a copy of the pd for Kopec under a Sch C appointment and Chris Lyon under an AD appointment for R2.

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

SPECIAL ASSISTANT TO THE REGIONAL ADMINISTRATOR

INTRODUCTION

This position is located in the Regional Administrator's office. The proposed incumbent will serve as Special Assistant to the Regional Administrator.

MAJOR DUTIES AND RESPONSIBILITIES

1. This involves the performance of a wide variety of duties, consisting of channeling information and screening matters that are to be taken up directly with staff in order to conserve their time and relieve them of the details of office management. Tact, discretion, a broad knowledge of Agency activities, as well as experience and resourcefulness are essential in meeting a variety of complex and difficult inter-personal relationships.
2. Serves as personal representative of staff in telephone and personal contacts with high ranking officials of the Agency, Members of Congress and White House representatives; scientific and research groups and associations; foreign governments and others. Ascertains the reasons for the visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of staff. In cases which require the supervisor's attention, schedules appointments, determines which take precedence, decides when an appointment may be interrupted, canceled, rescheduled, etc., as necessary without prior approval. When the matter does not require the supervisor's personal attention but deals with highly technical or detailed information, refers caller to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of supervisor's thinking.
3. Prepares replies to invitations by virtue of supervisor's position. Reads a large quantity of material, summarizes pertinent information, pointing out particularly those points which conflict with supervisor's expressed views.
4. Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the supervisor and other Agency officials. On own initiative, as necessary, informs staff and office heads of developments in such conversations and meetings and arranges with them.
5. Maintains calendar of appointments and conferences, and keeps informed of the staff's schedule of activities and commitments to remind them in advance of commitments made. Assembles background information and data, as required, for the staff's use in meetings and conferences.
6. Performs other duties as assigned.

STATEMENT OF WORK**TITLE, SERIES, GRADE****Chief of Staff, Reg. 2 AD-00/00****ORGANIZATION****U.S. Environmental Protection Agency****Region 2****TITLE AND GRADE OF SUPERVISOR****Administrator, Reg. 2****STATEMENT OF RESPONSIBILITIES**

1. Serves as Chief of Staff to the Regional Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational element.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
4. Represents the Regional Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

To: STEVEKOPEC **Ex. 6 - Personal Privacy**
Cc: Grant, Cristall[Grant.Cristall@epa.gov]; Sarnecky, Stephen[Sarnecky.Stephen@epa.gov]; Gilliam, Bernie[Gilliam.Bernie@epa.gov]; Executive-Resources-Division-Released-52s[Executive-Resources-Division-Released-52s@epa.gov]; Barnett, Howard[Barnett.Howard@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]
From: personnel_security@epa.gov
Sent: Tue 11/28/2017 4:03:43 PM
Subject: Prompt Action Needed by Slawomir Kopec for Required Background Investigation

Dear Slawomir Kopec:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). This important email outlines the security requirements you must meet before you come on board.

The EPA position you are being considered for has been designated as Moderate Risk. To fulfill the requirements for this position, you must undergo a background investigation. Please submit the documents described below within **three (3) calendar days** from the date you receive this email. You will not be allowed to begin work until all security requirements have been met; this includes having all documents reviewed and accepted by the EPA Personnel Security Branch (PSB). In addition, **the offer for this position may be rescinded if initial security requirements are not met within the stipulated timeframe.**

Step 1: Please read these instructions carefully—**before** clicking any links or completing any forms. It's important that you complete the process as directed in this email.

Step 2: Complete, scan and set aside the following form(s). Later, you will upload the document(s) into the Office of Personnel Management's (OPM's) Electronic Questionnaires for Investigations Processing (e-QIP) system.

- EPA Credit Release Authorization
- OF 306: Declaration for Federal Employment (Please refer to **Important Instructions for Completing Security Forms** for specific instructions.)
- Current resume

Step 3: You may soon receive an email from OPM about the 14-character registration code/personal identification number (PIN) that you'll need to register for the SF 85P Questionnaire for Public Trust Positions in e-QIP. If you do not receive the email or if the message does **not** include the PIN, please call PSB at (202) 564-7912 and we'll provide the PIN.

If the email from OPM does include the 14-character PIN, follow all instructions and make sure your e-QIP form is complete. Missing or incomplete responses may result in your e-QIP form being rejected and/or may delay your ability to begin work/occupy the position. Please refer to

“Filling Out Your Security Forms” and “Important Instructions for Completing Security Forms” for details about completing your materials correctly.

- a. Access the e-QIP Gateway at <https://www.opm.gov/e-qip/>.
- b. Click the **Enter e-QIP Applicant Site** button. (Follow the instructions to adjust your Web browser settings and allow e-QIP to run.)
- c. Click **Continue** at the browser check page.
- d. At the Applicant Registration screen, click **Register for Username and Password**.
- e. Type your **Social Security Number** where indicated. Click **Submit**. (Note: If you do not have a Social Security Number, please call 202-564-7912 to receive a “Request Number.”)
- f. Continue stepping through e-QIP instructions to answer **Golden/Challenge Questions**, enter your **PIN** in the “Registration Code” field, and create a **Username** and **Password**. Be sure to remember your responses for future reference.
- g. Click **Enter Your Data** to complete and save your questionnaire.

Step 4: Digitally sign the following pages (please consult the step-by-step instructions provided in the “Digitally Sign Your Security Form” document):

- Authorization for Release of Information
- Certification That My Answers Are True

If you are unable to digitally sign these pages, refer to the “Scan and Upload, Fax, or Mail Documents” section of “Important Instructions for Completing Security Forms.”

Step 5: In e-QIP, be sure to release your investigation to the EPA by clicking the **“Release Request/Transmit to Agency”** button.

Your prompt attention is necessary and appreciated. If you have questions, please call (202) 564-7912 or send an email to Personnel_Security@epa.gov.

Sincerely,

The EPA Personnel Security Branch

To: Barnett, Howard[Barnett.Howard@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Grant, Cristall[Grant.Cristall@epa.gov]; Sarnecky, Stephen[Sarnecky.Stephen@epa.gov]
Cc: Johnson, Tina[Johnson.Tina@epa.gov]; Rivera, Carlos R.[Rivera.CarlosR@epa.gov]
From: personnel_security@epa.gov
Sent: Tue 11/28/2017 3:52:39 PM
Subject: SF-52 IO-2018-012 Status

Dear Howard Barnett:

The Personnel Security Branch (PSB) received all the required SF-52 documents for Named SF-52 IO-2018-012 for Slawomir Kopec. We began processing on November 28, 2017.

If you have any questions, please contact Mary Aridi in the PSB office at 202-564-2350.

Sincerely,

The EPA Personnel Security Branch

To: Manna, Richard[Manna.Richard@epa.gov]; Pastalove, Barbara[Pastalove.Barbara@epa.gov]
Cc: Moore, Patricia[Moore.Patricia@epa.gov]; Tellis, Vickie[Tellis.Vickie@epa.gov]
From: Barnett, Howard
Sent: Tue 12/5/2017 3:41:53 PM
Subject: RE: Information Needed

Thanks Rich

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

From: Manna, Richard
Sent: Tuesday, December 05, 2017 10:26 AM
To: Barnett, Howard <Barnett.Howard@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Cc: Moore, Patricia <Moore.Patricia@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>
Subject: RE: Information Needed

Hi Howard – Mr. Kopec can report at 9am on 12/18. Either Steve Sarnecky or Roger Pelletier will meet Mr. Kopec at our building's entrance and escort him to our Human Resources Office for processing.

From: Barnett, Howard
Sent: Tuesday, December 5, 2017 10:09 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Manna, Richard

<Manna.Richard@epa.gov>

Cc: Moore, Patricia <Moore.Patricia@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>

Subject: Information Needed

Importance: High

Barbara/Rich,

We are preparing to extend the formal job offer to Slawomir Kopec to be the Special Assistant to RA for R2. His proposed start date is 12/18/17. I need to know what time your management would like for him to arrive at the building for his swearing in and orientation session. You had given us the time of 9:00 am for Peter Lopez but wanted to see if this time would also work for Mr. Kopec. I will also need to know who should he contact when he arrives at the building in order that he can be greeted and signed into the building. Just like in the past, we will be sending you the employee orientation packet of forms to be issued to and completed by Mr. Kopec during his orientation session. This would include all necessary HR documents, tax forms and the direct deposit form. We will also provide a packet with the employee benefits information regarding health insurance, life insurance, TSP and flexible spending accounts. We would like to arrange a conference call for Mr. Kopec and our employee benefits coordinator, Karmel Ferebee, as soon as possible so she can go over the employee benefits information with him and dates as to when she would need forms back to make his elections effective.

If either of you could get back to me as soon as possible with this information, it would be greatly appreciated so we can issue Mr. Kopec his appointment letter. Thanks.

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

To: Pastalove, Barbara[Pastalove.Barbara@epa.gov]; Manna, Richard[Manna.Richard@epa.gov]
Cc: Moore, Patricia[Moore.Patricia@epa.gov]; Tellis, Vickie[Tellis.Vickie@epa.gov]
From: Barnett, Howard
Sent: Tue 12/5/2017 3:09:25 PM
Subject: Information Needed

Barbara/Rich,

We are preparing to extend the formal job offer to Slawomir Kopec to be the Special Assistant to RA for R2. His proposed start date is 12/18/17. I need to know what time your management would like for him to arrive at the building for his swearing in and orientation session. You had given us the time of 9:00 am for Peter Lopez but wanted to see if this time would also work for Mr. Kopec. I will also need to know who should he contact when he arrives at the building in order that he can be greeted and signed into the building. Just like in the past, we will be sending you the employee orientation packet of forms to be issued to and completed by Mr. Kopec during his orientation session. This would include all necessary HR documents, tax forms and the direct deposit form. We will also provide a packet with the employee benefits information regarding health insurance, life insurance, TSP and flexible spending accounts. We would like to arrange a conference call for Mr. Kopec and our employee benefits coordinator, Karmel Ferebee, as soon as possible so she can go over the employee benefits information with him and dates as to when she would need forms back to make his elections effective.

If either of you could get back to me as soon as possible with this information, it would be greatly appreciated so we can issue Mr. Kopec his appointment letter. Thanks.

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

To: Johnson, Tina[Johnson.Tina@epa.gov]; Pastalove, Barbara[Pastalove.Barbara@epa.gov]; Manna, Richard[Manna.Richard@epa.gov]
Cc: Glazier, Kelly[Glazier.Kelly@epa.gov]; Rivera, Carlos R.[Rivera.CarlosR@epa.gov]; Neill, Charles[Neill.Charles@epa.gov]; Tellis, Vickie[Tellis.Vickie@epa.gov]; Moore, Patricia[Moore.Patricia@epa.gov]; Pugh-Feaster, Aurelia[pugh-feaster.aurelia@epa.gov]; Hackley, Jessica[Hackley.Jessica@epa.gov]; Windsor, Colleen[Windsor.Colleen@epa.gov]
From: Barnett, Howard
Sent: Thur 11/30/2017 11:55:05 AM
Subject: Workforce ID

Good morning all,

Here is the “valid” workforce/ECI number for the following potential employee:

Slawomir Kopec

Ex. 6 - Personal Privacy

Please provide to other parties for updating in appropriate systems (provisioning, PP+, timekeeping, etc.).

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394

To: **Ex. 6 - Personal Privacy**
Cc: ~~Pastorove, Barbara~~[Pastorove.Barbara@epa.gov]; Manna, Richard[Manna.Richard@epa.gov]; Munoz, Charles[munoz.charles@epa.gov]; Willis, Sharnett[Willis.Sharnett@epa.gov]; Moore, Patricia[Moore.Patricia@epa.gov]; Pugh-Feaster, Aurelia[Pugh-Feaster.Aurelia@epa.gov]; Hackley, Jessica[Hackley.Jessica@epa.gov]; Ferebee, Karmel[ferebee.karmel@epa.gov]; Tellis, Vickie[Tellis.Vickie@epa.gov]
From: Barnett, Howard
Sent: Wed 12/6/2017 6:00:38 PM
Subject: EPA Appointment Letter
[image2017-12-06-130347.pdf](#)

Slawomir,

Per our telephone discussion, attached is your appointment letter to the Schedule C position titled Special Assistant to the Regional Administrator. This position is located in EPA's Region 2 office, in New York, NY. Your salary will be \$66,215 per year. Your appointment will be made effective of December 17, 2017 (which is the middle of the next pay period). We will be expecting you to arrive at EPA Region 2 office located at 290 Broadway; New York, NY at **9:00 am EST on Monday, December 18th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact Patricia Moore at (202) 564-0570. Ms. Moore is a human resources specialist on my team and will be assigned to your paperwork going forward. If you are unable to Patricia, you can contact me at the number listed below or our supervisor, Vickie Tellis on (202) 564-2653. Again, congratulations!

Howard Barnett

Team Leader, Operations Staff

OARM/OHR/ERD

4353K WJC North

1200 Pennsylvania Ave., NW, MC 3606A

Washington, DC 20460

(202) 564-0394



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

DEC 6 2017

Slawomir Kopec

Ex. 6 - Personal Privacy

Dear Mr. Kopec:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office; Region 2; New York, NY.

The position to which you are being appointed is under Schedule C of 5 CFR, part 6 and part 213. Schedule C positions are excepted from the competitive service based on either their confidential or policy-determining nature.

Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your grade and step will be GS-0301-9, step 6
- ▶ Your annual salary will be \$66,215
- ▶ Your immediate supervisor will be Peter Lopez, Regional Administrator for Region 2; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be required to complete the SF-278 Financial Disclosure form. You will be contacted by Justina Fugh, Senior Ethics Official, Office of General Counsel, and she will provide the information necessary to complete this form; and,
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated.

Reporting for Work on the First Day

The effective date of your appointment is December 17, 2017. We ask that you plan to arrive at the U.S. EPA Region 2 Ted Weiss Federal Building located at 290 Broadway, New York, NY at 9:00 am on Monday, December 18, 2017. The Human Resources team in Region 2 is prepared for your arrival and

after you have been issued the oath of office, they will conduct your new employee orientation session. Just before you arrive at the building, please call Steve Sarnecky on (212) 637-3563 or Roger Pelletier on (212) 637-3389 and one of them will meet you at the main entrance.

What to Bring on Your First Day Monday, December 18, 2017

- ▶ You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, December 18th.
 - a. Optional Form 306, Declaration for Federal Employment - https://www.opm.gov/forms/pdf_fill/of0306.pdf
 - b. Standard Form 144, Statement of Prior Federal Service - https://www.opm.gov/forms/pdf_fill/SF144.pdf
 - c. Standard Form 256, Self-Identification of Disability - https://www.opm.gov/forms/pdf_fill/sf256.pdf
 - d. Standard Form 181, Ethnicity and Race Identification - https://www.opm.gov/forms/pdf_fill/sf181.pdf
 - e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/efl/2231.pdf>
 - f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- ▶ Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- ▶ Social Security card issued by the Social Security Administration.
- ▶ Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

Benefits

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

- ▶ 10 paid Federal Holidays per year
- ▶ 13 days of sick leave each year based on the hours earned each pay period
- ▶ 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- ▶ National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>
- ▶ Group Term Life Insurance Program

- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. Your signature on the following page signifies your acceptance of this offer and the terms of the appointment as described above. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely,



Howard Barnett
Executive Resources Division
Office of Human Resources

I, Slawomir Kopec, hereby accept a Schedule C position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office, Region 2; New York, NY under the conditions set forth as stated in this letter.

Signature: _____

Date: _____

Please return this page only to your orientation representative on December 18, 2017. Thank you.

To: Manna, Richard[Manna.Richard@epa.gov]
From: Moore, Patricia
Sent: Tue 12/5/2017 3:33:20 PM
Subject: FW: R2 COS and Special Assistant Positions
[image2017-12-04-080708.pdf](#)
[image2017-11-30-122651.pdf](#)

Hello Richard

Please see the attached 2 resumes per your request below from Vickie Tellis. If there's anything else I can assist you with please let me know.

Thanks and have a nice day!

Pat Moore, Human Resources Specialist

OARM/OHR/Executive Resources Division

4358 WJC North Bldg

202-564-0570 (desk)

202-564-9612 (fax)

Office Hours 6:30am to 5pm Monday-Thursday (Off Fridays)

From: Tellis, Vickie
Sent: Tuesday, December 05, 2017 9:03 AM
To: Moore, Patricia <Moore.Patricia@epa.gov>
Cc: Barnett, Howard <Barnett.Howard@epa.gov>

Subject: FW: R2 COS and Special Assistant Positions

Pat,

Please respond to Rich's request? Thank you!

Vickie H. Tellis

Acting Director

Executive Resources Division

U.S. EPA, HQ OARM/OHR/ERD

202-564-2653 office

Ex. 6 - Personal Privacy mobile

From: Manna, Richard

Sent: Tuesday, December 05, 2017 7:23 AM

To: Tellis, Vickie <Tellis.Vickie@epa.gov>

Subject: R2 COS and Special Assistant Positions

Hi Vickie – good talking to you yesterday and catching up. Catherine McCabe our DRA has asked for copies of Mr. Kopec's and Mr. Lyon's resumes. Can you please share them with me. Thank you.

CHRISTOPHER M. LYON

Ex. 6 - Personal Privacy

- A results-oriented leader with a more than 20-year track record of building nimble, innovative and loyal teams that break through walls to win at the highest national level.
- A talented writer with experience producing diverse written products, including speeches, press releases, rapid-response documents, advertising copy, news reports, digital content, policy papers, investigative studies and questionnaire responses.
- A quick and creative innovative thinker with the demonstrated ability to see the most effective way to engage the client or consumer.
- A thoughtful, entertaining and persuasive communicator with experience making a case on television, radio, in small groups and with newsmakers and reporters.
- A “devastatingly effective” researcher, according to the New Jersey *Star-Ledger*, who wrote the memorandum on the Massachusetts furlough program that helped George H.W. Bush win the presidency and was an invaluable member of the hard-charging team that enabled Rudy Giuliani to become mayor of New York City.

EXPERIENCE:

INFOMENTUM LLC
Albany, New York

January 2005 to present;
January 1994 to July 2002

President

Director of consulting group specializing in strategy, communications, media relations, policy development, research and direct-mail.

Key Accomplishments:

- Served as research director for MGM’s successful eight-week \$45 million statewide ballot initiative campaign in Maryland to expand gaming opportunities. Reported to the director and worked with the rest of the senior staff on an around-the-clock basis. As research director, ran the rapid response team, backed up the media team and formulated the longer form rebuttal strategy.

(more)

- Created, wrote and edited a political news website that regularly beat the *New York Times* and the other major New York dailies in breaking new stories. Almost immediately the site became the talk of the political press, local politicians, their staffers and the lobbying community. Special features included the weekly “Throop’s Scoop” column (named after Enos Throop, a former New York governor) and the “Political Stock Market,” a fun end of the week “buy, hold and sell” rating of the week’s newsmakers.
- Served as a consultant to the New York Republican State Committee. Reported directly to the state party chairman and executive director. Assisted in creating successful messages for Governor George Pataki, Attorney General Dennis Vacco and scores of local candidates. As part of that effort, worked closely with the New York City and suburban media, the *Albany Times-Union* and other local newspapers.
- Served as a research and policy consultant for Jersey City, New Jersey Mayor Bret Schundler’s gubernatorial campaign. Reported directly to the campaign manager and the general consultant. Directed a team and worked with reporters at the *New York Times*, the *Daily News*, *New York Post*, *Philadelphia Inquirer*, *New Jersey Star-Ledger* and the Gannet New Jersey newspapers to develop stories that drove the acting-governor out of the primary – and then created the policy matrix contrast with the party establishment’s replacement candidate, that brought Schundler from 20-points down in the polls to a 16-point victory on primary day.
- Served as a strategic consultant on a U.S. Senate campaign in New Jersey. Reported directly to the campaign manager and the general consultant. Developed information and worked with reporters in the state’s media markets to uncover wrongdoing and get stories printed that led the local U.S. Attorney to initiate a federal criminal investigation against the incumbent opponent during the campaign. Almost drove the incumbent out of the race. With senior staff of campaign, brought information uncovered on the incumbent to the White House to appeal for additional financial support.
- Created an effective mail program for one of only two challenger candidates for the Legislature in Massachusetts to defeat an incumbent opponent. Reported directly to the candidate and the campaign’s senior staff.
- Appeared as a guest on MSNBC – opposite former Dukakis campaign manager Susan Estridge – and America’s Talk Channel – opposite Democratic consultant Hank Sheinkopf. Also quoted in several newspapers and television and radio reports.

(more)

Christopher M. Lyon

Page 3

- The *New York Times* (10/6/06) said, “[Lyon] is sought-after, reviled and according to foes and friends alike, good at what he does.” The *New Jersey Star-Ledger* (9/30/06) said, “[Lyon] has a reputation as a highly skilled and devastatingly effective researcher.”

NEW YORK STATE ASSEMBLY
Albany, New York

August 2002 to December 2004

Director of Metropolitan Services

Directed Assembly Minority Leader’s operations in the New York City metropolitan area. Reported directly to the chief of staff. Managed staff of five people. Responsibilities included: media outreach, advising on legislative strategy, policy development, community outreach and raising the visibility of the Conference.

GIULIANI FOR NEW YORK
New York, New York

November 1992 to January 1994

Political Director

Directed political strategy for the first successful Republican mayoral campaign in New York in 28 years. Reported directly to the campaign manager and the general consultant. Worked collaboratively with the other members of the senior staff. Managed a staff of 25 people who worked 24-hours-a-day. Ran the campaign’s rapid response team that provided information to the political, policy, research and media arms of the campaign. Engaged reporters at the *New York Times*, *New York Post*, *Daily News* and *Newsday* to shape and execute the campaign’s message. Drafted a 400-plus page vulnerability study and edited and wrote a two-volume debate policy preparation book. Wrote a path-breaking field operations memo calling for neighborhood field offices that became the backbone of the campaign’s street operation essential to victory. Also served as political director for the post-election transition team.

REPUBLICAN NATIONAL COMMITTEE
Washington, District of Columbia

March 1991 to November 1992

Research Consultant

Directed the in-the-field information gathering operations in Albany, New York and Little Rock, Arkansas in preparation for the presidential election. Reported directly to the RNC’s research director. In Arkansas, uncovered the Whitewater and Gennifer Flowers issues. During the presidential campaign wrote press releases and drafted memos on the positions taken by the Democratic nominee and wrote commentaries of his record as governor of Arkansas. Also served as information liaison to the national media as part of the team at the Republican Media Center set up at the Democratic National Convention in New York City.

(more)

FRIENDS OF PHIL GRAMM
Dallas, Texas

January 1990 to December 1990

Research Director

Developed the campaign's research program and worked with the Texas media to implement the campaign's message. Reported directly to the campaign manager. Managed a paid staff of 20 people. Produced a 300-plus page book detailing the policy, personal and professional foibles of the opponent.

FRIENDS OF GIULIANI
New York, New York

June 1989 to November 1989

Research Director

Directed the campaign's nationally acclaimed research program. Reported to the campaign manager and general consultant. Wrote memoranda on issues ranging from campaign strategy to ethnic concerns; from personal finances and conflicts-of-interests to issues of urban policy. Worked with the New York media to move negative stories on the opponent that brought Rudy Giuliani from 28 points down in the polls in September to within 1.4% of victory in the general election.

REPUBLICAN NATIONAL COMMITTEE
Washington, District of Columbia

April 1988 to June 1989

Senior Analyst, Opposition Research

Wrote press releases and drafted memoranda on state-based issues – including the Willie Horton case, the Boston Harbor debacle and the Pledge of Allegiance issue in Brookline – of the Democratic nominee. Worked with a team of six other senior analysts. Reported directly to the research director. Also produced a 30-minute video analysis of Michael Dukakis' ability to communicate on television. Traveled to the Democratic National Convention in Atlanta and the Republican National Convention in New Orleans to serve as a liaison to the national media.

GEORGE BUSH FOR PRESIDENT
Washington, District of Columbia

March 1987 to April 1988

Research Analyst

Wrote memoranda for the Vice President and national senior staff analyzing the issue positions of the opposition candidates. Responsible for producing opposition research during the Republican primaries. Also served as press secretary for the Iowa caucuses, media liaison for the
(more)

Christopher M. Lyon
Page 5

New Hampshire primary and surrogate scheduler for the South Carolina primary. During the summer, directed the campaign's intern program.

EDUCATION:

BOSTON COLLEGE, Chestnut Hill, Massachusetts
Bachelor of Arts, 1986, Member of the College of Arts & Sciences Honors Program

COLUMBIA UNIVERSITY, New York, New York
2002-2004, Graduate School of Journalism

References Available Upon Request

SLAWOMIR "STEVE" KOPEC

Ex. 6 - Personal Privacy

OBJECTIVE: *A SKILLED TEAM LEADER WITH STAFF AND OFFICE MANAGEMENT EXPERIENCE LOOKING FOR AN OPPORTUNITY TO SERVE IN THE FEDERAL GOVERNMENT.*

SKILLS: TEAM BUILDING, OFFICE MANAGEMENT, ORGANIZING EVENTS, CUSTOMER SERVICE, MANAGING SCHEDULES AND A COMMITMENT TO IMPROVING THE COMMUNITY.

WORK EXPERIENCE:

AGATA & VALENTINA FOOD CORP - MAINTENANCE MANAGER 2015-2016

Oversaw and managed the maintenance of multiple refrigeration units.

- Handled repair and maintenance schedule and coordinated with various part and food vendors to ensure that food was delivered to correct refrigeration units and vendors efficiently repaired refrigeration units to maximize time

Maintained the various food and preparation facilities throughout New York.

- Oversaw the quality control aspect to maintain the highest standards when it came to coordination of refrigeration repairs and the routine maintenance of air conditioning units

Managed the fleet of delivery vehicles to ensure they were in the best condition possible.

- Managed the repair and maintenance schedule with a team of vendors and mechanics

Coordinated various repair and improvement projects between facilities.

- Oversaw and coordinated between multiple vendors, food delivery schedules and government officials to ensure large-scale projects were managed efficiently and legally

Kept in constant communication with management and any vendors in order to ensure budgets weren't exceeded and delivery schedules were on time.

- Implemented weekly meetings with management and outside vendors to maximize efficiency and to ensure that all levels of the company were on the same page in regards to improvement and repair projects.

HOUSING AND ESTATE MANAGER 2015-2015

Managed the day to day of a residential estate in Alpine, New Jersey.

- A "First in, Last out", mentality was needed to effectively oversee a large estate with so many moving parts.

Coordinated between multiple vendors to ensure efficiency of remodeling and improvement construction projects.

- Organized weekly meetings between estate staff, vendors, local officials and construction crews to maximize communication and efficiency.

Maintained and organized the master calendar of the estate.

- Oversaw the scheduling and management of the various repair and improvement projects throughout the estate. This was vital due to multiple private events being held there a week as well as making sure that projects did not affect each other or were duplicative in their end result.

Managed the estate staff, payroll and coordinated their schedules.

- Managed 2 dozen full-time staff members as well as hundreds of outside vendors and contractors during their time on the estate.
- Created work schedules for the full-time staff in conjunction with any projects or private events
- Oversaw the payroll process in order to ensure pay was correct and out on time

STEVE'S TOOLS IN MOTION - OWNER

2001 – 2012

Owned and operated a small business for over a decade

- Oversaw the bookkeeping of local, state, payroll and federal taxes
- Worked with large companies and corporations to ensure our tools were delivered and priced effectively
- Managed the contract process for large-scale orders

Managed a staff of 1 dozen full-time employees and dozens of part-time employees

- Managed the payroll and on-boarding process for all new employee's
- Created and maintained a bi-weekly schedule for all employee's
- Oversaw payroll for the company
- Held weekly meetings with management level staff to ensure communication and coordination of the business was as efficient and effective as it could be
- Organized monthly all staff meetings to listen to and work with anyone that had ideas and comments that could improve the business and maximize efficiency.

Spoke with customers and worked within the community on a daily basis

- Was the end point for all customer service issues
- Created a positive, customer-service oriented work environment
- Work with the community to give back through sponsoring events and charity drives

To: Moore, Patricia[Moore.Patricia@epa.gov]
From: Manna, Richard
Sent: Tue 12/5/2017 3:39:23 PM
Subject: RE: R2 COS and Special Assistant Positions

Thank you

From: Moore, Patricia
Sent: Tuesday, December 5, 2017 10:33 AM
To: Manna, Richard <Manna.Richard@epa.gov>
Subject: FW: R2 COS and Special Assistant Positions
Importance: High

Hello Richard

Please see the attached 2 resumes per your request below from Vickie Tellis. If there's anything else I can assist you with please let me know.

Thanks and have a nice day!

Pat Moore, Human Resources Specialist

OARM/OHR/Executive Resources Division

4358 WJC North Bldg

202-564-0570 (desk)

202-564-9612 (fax)

Office Hours 6:30am to 5pm Monday-Thursday (Off Fridays)

From: Tellis, Vickie
Sent: Tuesday, December 05, 2017 9:03 AM
To: Moore, Patricia <Moore.Patricia@epa.gov>
Cc: Barnett, Howard <Barnett.Howard@epa.gov>
Subject: FW: R2 COS and Special Assistant Positions

Pat,

Please respond to Rich's request? Thank you!

Vickie H. Tellis

Acting Director

Executive Resources Division

U.S. EPA, HQ OARM/OHR/ERD

202-564-2653 office

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To: Tellis, Vickie[Tellis.Vickie@epa.gov]
From: Manna, Richard
Sent: Tue 12/5/2017 12:22:52 PM
Subject: R2 COS and Special Assistant Positions

Hi Vickie – good talking to you yesterday and catching up. Catherine McCabe our DRA has asked for copies of Mr. Kopec's and Mr. Lyon's resumes. Can you please share them with me. Thank you.

To: Munoz, Charles[munoz.charles@epa.gov]
From: Lopez, Peter
Sent: Fri 12/8/2017 6:49:46 PM
Subject: Re: Steve Kopec

Hi my friend.
You are the best!

Thank you so much.

Sincerely,
Pete

Sent from my iPhone

On Dec 8, 2017, at 1:47 PM, Munoz, Charles <munoz.charles@epa.gov> wrote:

Resume attached

Charles Munoz

White House Liaison

Environmental Protection Agency

202-380-7967

<slawomir.docx>

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Sent: Fri 12/8/2017 6:47:47 PM
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Resume attached

Charles Munoz

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- Created a positive, customer-service oriented work environment
- Work with the community to give back through sponsoring events and charity drives

To: Sarnecky, Stephen[Sarnecky.Stephen@epa.gov]
From: Munoz, Charles
Sent: Tue 11/28/2017 9:31:53 PM
Subject: RE: Immediate Action Required: Report for Fingerprinting

Thank you for this, much appreciated.

Charles Munoz

White House Liaison

Environmental Protection Agency

202-380-7967

From: Sarnecky, Stephen
Sent: Tuesday, November 28, 2017 4:27 PM
To: Munoz, Charles <munoz.charles@epa.gov>
Subject: FW: Immediate Action Required: Report for Fingerprinting

Charles-

As discussed on the phone here is some material to help you:

-to call and schedule an appointment: 212 637 3333

-Visiting Region 2's New York City office factsheet (see attachment)

-location: 290 Broadway Ave New York NY 10278

-make sure the appointee brings a copy of this email. The building also houses the IRS and occasionally there is a line to public entrance. Please bring a copy of the email to inform security that they have appointment with the EPA on the 27th floor; which prevent the appointee from having to stand on line.

Some additional thoughts, there is pay for parking around the immediate area if the individual is driving. Otherwise the federal building is conveniently located in between numerous subway lines and/or is just a short walk from the WTC/FULTON Street transit hub.

If there are any questions, feel free to reach out again.



From: personnel_security@epa.gov [mailto:personnel_security@epa.gov]

Sent: Tuesday, November 28, 2017 10:53 AM

To: Ex. 6 - Personal Privacy

Cc: Grant, Cristall <Grant.Cristall@epa.gov>; Sarnecky, Stephen <Sarnecky.Stephen@epa.gov>

Subject: Immediate Action Required: Report for Fingerprinting

TO: Ex. 6 - Personal Privacy

CC: GLAZIER.KELLY@EPA.GOV; BARNETT.HOWARD@EPA.GOV;

GRANT.CRISTALL@EPA.GOV; SARNECKY.STEPHEN@EPA.GOV;

GRANT.CRISTALL@EPA.GOV, BAICHU.AUBREY@EPA.GOV, OPEDAL.LARS@EPA.GOV, BADILLO.S

Dear SLAWOMIR KOPEC:

Congratulations on your pending appointment to a position at the Environmental Protection Agency (EPA). To keep the appointment process moving ahead, you must **report to an EPA badge office immediately or as soon as possible** to be fingerprinted and enrolled for an EPA badge. Your offer of employment is pending this action. Timeliness is essential because the EPA must receive favorable fingerprint results before you can be assigned a date to begin work. **Any delay in reporting to the badge office will affect your start date and jeopardize your ability to occupy the position.**

Homeland Security Presidential Directive 12 (HSPD-12) requires that all eligible personnel working for or on behalf of the federal government be issued a smart card identification badge, which at the EPA is called an EPA Personnel Access and Security System (EPASS) badge. An EPASS badge has been requested on your behalf.

Before the badge can be created for you, you must go through the federally mandated ID proofing and enrollment process, which takes 10 to 15 minutes. At the badge office, we will:

- **Ask to see two forms of identification.** At least one must be a valid, original, unexpired state or federal government-issued photo ID, such as a driver's license or passport. For acceptable IDs, please refer to the "[Acceptable Identity Source Documents](#)" page.
- Scan and verify your two forms of identification.
- Collect a set of your fingerprints, which will be used to check criminal history records of

the Federal Bureau of Investigation (FBI). Please note: Procedures for obtaining changes, corrections, or updates to an FBI identification record are set forth in Title 28, CFR, 16.34.

- Take a photograph.

Remember, you cannot be assigned a start date until you have reported to an EPA badge office to be fingerprinted, and the EPA has received favorable fingerprint results.

The EPA has badge offices nationwide. You can visit any badge office to be fingerprinted. Please find a convenient location on the list of [EPA Badge Office Locations](#). If you need to schedule an appointment, or if you have questions about badge office locations or hours of operation, please call your area badge office at the listed number.

Please bring a copy of this email with you.

Sincerely,

The EPA Personnel Security Branch